



Joseph Swerdzewski & Associates, LLC.

6585 Highway 431 South, Suite E 457, Hampton Cove, AL 35763

GENERAL SERVICES ADMINISTRATION Federal Supply Service AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, and up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!™*, a menu-driven database system. The internet address for *GSA Advantage!™*, is: <http://www.gsaadvantage.gov>.



FSC Classes:

738 PART X Human Resources & Equal Employment Opportunity (EEO) Services

Contract Number: GS-02F-0037V

Contract Period: November 14, 2013 – November 13, 2018

Pricelist Updated: November 2014

SIN(s):

595-21 HUMAN RESOURCE SERVICES

Joseph Swerdzewski & Associates, LLC. (JSA)

Physical Address: 2711 Tammerack LN, Owens Cross Roads, AL 35763-8682

Mailing/Billing Address: 6585 Highway 431 South, Suite E 457, Hampton Cove, AL 35763

Phone: 256-503-2226 | 256-520-9640

Internet Address: www.jsafed.com

Business Size: Veteran Owned Small Business

For more information on ordering from Federal Supply Schedules, go to the internet address: www.gsa.gov. Find link to “GSA Schedules,” then find link to “Customers Ordering from Schedules.” Find links to ordering procedures for services requiring a statement of work, and ordering procedures for services not requiring a statement of work.



Meeting Your Human Resources Needs!

COMPANY MISSION:

It is our mission to provide high quality Human Resources Services including; labor and employee relations advice, performance, management and compensation, dispute resolution, and training on all areas of human resources to all federal government employees, federal contractors, agencies, employee associations, and federal labor unions.

COMPANY VISION:

Our VISION, quite simply, is to be “The industry leader in client satisfaction, professionalism, and superior quality. We are the solution to our client’s human resources and labor relations needs. We combine both technical excellence with a superior understanding of our clients’ needs and workforce environment. We are committed to developing close working relationships with our clients in order to not only meet but exceed their expectations in all areas!”

EXECUTIVE SUMMARY:

Joseph Swerdzewski and Associates LLC. (JSA) is a veteran owned small business founded by Joseph Swerdzewski in 2005. JSA is dedicated to providing high quality assistance worldwide to all federal government employees, federal contractors, agencies, employee associations, and federal labor union. The principal focus of JSA is to provide Human Resources Services including labor and employee relations advice, performance management and compensation, dispute resolution, contract negotiations, interest based bargaining (IBB), and training on all areas of human resources through the services of Joseph Swerdzewski and his associates.

JSA has an established record within the federal government of providing the highest level of quality advice and assistance to their clients. Mr. Swerdzewski, founder of JSA, is a nationally known federal attorney who served two terms as the General Counsel to the Federal Labor Relations Authority. He and his staff are dedicated to providing their clients with the best services in a cost effective and professional manner.

GENERAL INFORMATION:

Registered Company name:	Joseph Swerdzewski and Associates LLC.
Alternate Name:	JSA
Office Telephone:	256-520-9640
JSA Website:	www.jsafed.com
JSA Blog:	www.jsafed.wordpress.com
JSA Facebook:	JSA Consulting
JSA Twitter Account:	@JSA_Consulting
DUNS #:	603396867
CAGE Code:	43KT9
GSA Contract #:	GS-02F-0037V
GSA Schedule Title:	Human Resources and Equal Employment Opportunity Federal Supply Schedule 738-X

BUSINESS INFORMATION:

Year Founded:	2005
Type:	LLC
Central Contractor Registration:	Current
SAM.GOV	Active/Current
FED Identification Number:	46-3589030
Socioeconomic Group:	Veteran Owned Small Business
Common Parent:	JSA is not owned or controlled by a common parent

NAICS CODES:

541612	HR and Executive Search Consulting Services
541518	Other Management Consulting Services
541990	All other Professional, Scientific, and Technical Services
611430	Professional and Management Development Training

KEY CONTACTS:

Company POCs	Address	POC - Information
Managing Member (Alternate Point of Contact)	6585 Highway 431 South, Suite E 457 Hampton Cove, Alabama 35763	Joseph Swerdzewski jswerdzewski@jsafed.com Phone: 256-503-2226
Director of Contracts (Primary Point of Contact)	6585 Highway 431 South, Suite E 457 Hampton Cove, Alabama 35763	Nina Soden nsoden@jsafed.com Phone: 256-520-9640

SERVICES:

<i>Collective Bargaining Services:</i>	Collective bargaining in the Federal Sector is a complex system of rules and laws. When called upon JSA will assist our clients in clearly understanding the collective bargaining process, and help to reach the best possible results for our clients and all parties involved. JSA also acts as negotiators on behalf of our clients.
<i>Mediation and Dispute Resolution Services:</i>	JSA understands that litigation can be time consuming and expensive, therefore we will assist parties through the mediation and dispute resolution processes to come to amicable solutions which are in the best interests of all parties involved.
<i>Advice and Counsel Services:</i>	JSA provides labor law advice and counsel within all areas of labor law and employment law. We are a resource and sounding board for our clients for complex questions affecting employees and management dealing with all aspects of work place issues.
<i>Training Services:</i>	JSA's training is designed to insure the optimum results for the participants. We specialize in interactive training programs specifically created for the adult learner. Our instructors are experts in their fields. We provide many off the shelf courses however; we have the ability to customize any of our training to fit the specific needs of our customers.
<i>Human Resources Services:</i>	JSA provides a broad range of human resources management services for federal agencies and commercial activities. We assist our clients by developing programs and products that assist them in carrying out fundamental human resources functions and actions. We also assist management in looking at alternative solutions to systemic and emerging human resources problems and issues. JSA can assist with performance management, classification and position management, compensation planning and management, management employee relations, outreach planning, workforce planning, workforce development, human resources strategic planning, and program evaluation
<i>Workplace Investigations</i>	JSA provides training for supervisors, managers, HR/ER/LR Specialists, and attorneys on how to conduct workplace investigations.
<i>Supervisor & Employee Relationship Building in the Workplace</i>	JSA has a broad range of services designed to help build more productive supervisor / employee relationships within the workplace.

Schedule 738X Price List

1c. Schedule 738 Labor Rate List

Joseph Swerdzewski & Associates (JSA)

Federal Agency Pricing for Human Resources and EEO Services

GS-02F-0037V

MISCONDUCT INVESTIGATIONS SERVICES

SIN(s)	Service(s) Proposed (e.g. Job Title/Task/Labor Category)	Education / Certification Level	YEARS OF EXP	UNIT OF ISSUE	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Attorney-Senior Investigator	Law Degree or Advanced degree	10	Hour	\$180.69	21.00%	\$142.74	\$187.92	21.00%	\$148.45
595-21	Investigator	B.A., B.S.	5	Hour	\$156.34	23.00%	\$120.38	\$162.59	23.00%	\$125.19
595-21	Program / Contracts Manager	B.A., B.S.	8	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05

EMPLOYEE RELATIONS SERVICES

SIN(s)	Service(s) Proposed (e.g. Job Title/Task/Labor Category)	Education / Certification Level	YEARS OF EXP	UNIT OF ISSUE	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Project Leader	Law Degree / Advanced	15	Hour	\$282.83	27.00%	\$206.46	\$294.14	27.00%	\$214.72
595-21	Assistant Project Leader	B.A., B.S.	10	Hour	\$234.63	28.00%	\$168.93	\$244.02	28.00%	\$175.69
595-21	Project Coordinator	B.A., B.S.	6	Hour	\$174.50	21.00%	\$137.85	\$181.48	21.00%	\$143.36
595-21	Assistant Project Coordinator	B.A., B.S.	3	Hour	\$140.00	21.00%	\$110.60	\$145.60	21.00%	\$115.02
595-21	Senior Employee Relations Specialist	B.A., B.S.	10	Hour	\$204.26	28.00%	\$147.07	\$212.43	28.00%	\$152.95
595-21	Employee Relations Specialist	B.A., B.S.	5	Hour	\$164.82	21.00%	\$130.21	\$171.41	21.00%	\$135.42
595-21	Expert in Employee Relations (SME)	B.A., B.S.	15	Hour	\$450.82	25.00%	\$338.11	\$468.85	25.00%	\$351.63

595-21	Senior Alternative Dispute Resolution Specialist	B.A., B.S.	15	Hour	\$243.54	24.00%	\$185.10	\$253.28	24.00%	\$192.50
595-21	Alternative Dispute Resolution Specialist	B.A., B.S.	10	Hour	\$186.54	21.00%	\$147.36	\$194.00	21.00%	\$153.25
595-21	Program/Contracts Manager	B.A., B.S.	8	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05
595-21	Facilitation / Mediation	B.A., B.S., Law Degree	20	Daily	\$2,600.00	20.00%	\$2,080.00	\$2,704.00	20.00%	\$2,163.20
595-21	Specialist – Contract Negotiation Assistant	B.A., B.S.	8	Daily	\$1,300.00	20.00%	\$1,040.00	\$1,352.00	20.00%	\$1,081.60

LABOR RELATIONS SERVICES

SIN(s)	Service(s) Proposed (e.g. Job Title/Task/Labor Category)	Education / Certification Level	YEARS OF EXP	UNIT OF ISSUE	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Project Leader	B.A., B.S.	15	Hour	\$282.83	27.00%	\$206.46	\$294.14	27.00%	\$214.72
595-21	Assistant Project Leader	B.A., B.S.	10	Hour	\$234.63	28.00%	\$168.93	\$244.02	28.00%	\$175.69
595-21	Project Coordinator	B.A., B.S.	6	Hour	\$174.50	21.00%	\$137.85	\$181.48	21.00%	\$143.36
595-21	Assistant Project Coordinator	B.A., B.S.	3	Hour	\$140.00	21.00%	\$110.60	\$145.60	21.00%	\$115.02
595-21	Senior Labor Relations Specialist	B.A., B.S.	10	Hour	\$196.40	28.00%	\$141.41	\$204.26	28.00%	\$147.07
595-21	Labor Relations Specialist	B.A., B.S.	5	Hour	\$161.05	25.00%	\$120.80	\$167.50	25.00%	\$125.63
595-21	Nationally Recognized Labor Relations Expert	Law Degree	30	Hour	\$435.25	25.00%	\$326.44	\$452.66	25.00%	\$339.50
595-21	Expert in Labor Relations (SME)	B.A., B.S.	15	Hour	\$335.20	30.00%	\$234.64	\$348.61	30.00%	\$236.99
595-21	Senior Alternative Dispute Resolution Specialist	B.A., B.S.	15	Hour	\$243.54	24.00%	\$185.10	\$253.28	24.00%	\$192.50
595-21	Alternative Dispute Resolution Specialist	B.A., B.S.	10	Hour	\$186.54	21.00%	\$147.36	\$194.00	21.00%	\$153.25
595-21	Program/Contracts Manager	B.A., B.S.	8	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05
595-21	Facilitation / Mediation	B.A., B.S., Law Degree	20	Daily	\$2,600.00	20.00%	\$2,080.00	\$2,704.00	20.00%	\$2,163.20

595-21	Specialist – Collective Bargaining Assistant	B.A., B.S.	8	Daily	\$1,300.00	20.00%	\$1,040.00	\$1,352.00	20.00%	\$1,081.60
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HUMAN RESOURCES SERVICES / PERSONNEL ACTIONS

SIN(s)	Service(s) Proposed (e.g. Job Title/Task/Labor Category)	Education / Certification Level	YEARS OF EXP	UNIT OF ISSUE	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Project Leader	B.A., B.S.	5	Hour	\$201.43	28.00%	\$145.03	\$209.49	28.00%	\$150.83
595-21	Assistant Project Leader	B.A., B.S.	3	Hour	\$195.00	28.00%	\$140.40	\$202.80	28.00%	\$146.02
595-21	Project Coordinator	B.A., B.S.	6	Hour	\$174.50	21.00%	\$137.85	\$181.48	21.00%	\$143.36
595-21	Assistant Project Coordinator	B.A., B.S.	3	Hour	\$140.00	21.00%	\$110.60	\$145.60	21.00%	\$115.02
595-21	Senior Human Resources Specialist	B.A., B.S.	10	Hour	\$196.40	28.00%	\$141.41	\$204.26	28.00%	\$147.07
595-21	Human Resources Specialist	B.A., B.S.	3	Hour	\$161.05	25.00%	\$120.80	\$167.50	25.00%	\$125.63
595-21	Expert in Human Resources (SME)	B.A., B.S.	15	Hour	\$450.82	25.00%	\$338.11	\$468.85	25.00%	\$351.63
595-21	Senior Human Resources Assistant	H.S. Diploma, or B.A./B.S.	5	Hour	\$120.46	14.00%	\$103.60	\$125.28	14.00%	\$107.74
595-21	Director / Program Manager	B.A., B.S.	8	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05
595-21	Senior Performance Management Specialist	B.A., B.S.	10	Hour	\$196.40	28.00%	\$141.41	\$204.26	28.00%	\$147.07
595-21	Performance Management Specialist	B.A., B.S.	3	Hour	\$161.05	25.00%	\$120.80	\$167.50	25.00%	\$125.63
595-21	Retirement & Benefits Specialist	B.A., B.S.	3	Hour	\$161.05	22.00%	\$125.62	\$167.50	22.00%	\$130.64
595-21	Senior Alternative Dispute Resolution Specialist	B.A., B.S.	15	Hour	\$243.54	24.00%	\$185.10	\$253.28	24.00%	\$192.50
595-21	Alternative Dispute Resolution Specialist	B.A., B.S.	10	Hour	\$186.54	21.00%	\$147.36	\$194.00	21.00%	\$153.25
595-21	Senior Planning / Policy / Review Specialist	B.A., B.S.	10	Hour	\$243.54	28.00%	\$175.35	\$253.28	28.00%	\$182.36
595-21	Planning / Policy / Review Specialist	B.A., B.S.	5	Hour	\$186.54	27.00%	\$136.17	\$194.00	27.00%	\$141.62
595-21	Program/Contracts Manager	B.A., B.S.	8	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05

TRAINING SERVICES

SIN(s)	Service(s) Proposed (e.g. Job Title/Task/Labor Category)	Education / Certification Level	YEARS OF EXP	UNIT OF ISSUE	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Subject Matter Expert	B.A., B.S.	15	Hour	\$327.34	28.00%	\$235.68	\$340.43	28.00%	\$245.11
595-21	Course Developer	B.A., B.S.	7	Hour	\$183.36	28.00%	\$132.02	\$190.70	28.00%	\$137.30
595-21	Writer	B.A., B.S.	5	Hour	\$159.74	26.00%	\$118.21	\$166.13	26.00%	\$122.94
595-21	Reviewer/Editor	B.A., B.S.	3	Hour	\$125.00	20.00%	\$100.00	\$130.00	20.00%	\$104.00
595-21	Program Manager / Instructional Designer	B.A., B.S.	6	Hour	\$215.50	21.00%	\$170.24	\$224.12	21.00%	\$177.05
595-21	Senior Trainer/Instructor	B.A., B.S.	5	Daily	\$3,120.68	24.30%	\$2,362.35	\$3,245.51	24.30%	\$2,456.84
595-21	Specialist – Instructor's Assistant	B.A., B.S.	3	Daily	\$1,300.00	20.00%	\$1,040.00	\$1,352.00	20.00%	\$1,081.60
595-21	Facilitation / Mediation	B.A., B.S., Law Degree	20	Daily	\$2,600.00	20.00%	\$2,080.00	\$2,704.00	20/00%	\$2,163.20
595-21	Specialist – Collective Bargaining Assistant	B.A., B.S.	8	Daily	\$1,300.00	20.00%	\$1,040.00	\$1,352.00	20.00%	\$1,081.60

TRAINING / WORKSHOP PRICE LIST

1a. Training/Workshop Price List 595-21 Human Resources Services

COURSE LIST FOR AGENCY MANAGERS

SIN(s)	Course Title	Course Length	Min./Max. Course Participants	Price for additional students above Min.	Current to Nov. 13, 2014			Nov. 14, 2014 to Nov. 13, 2015		
					Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA	Commercial Price List (CPL)	Discount Offered to GSA	Price Offered to GSA
595-21	Federal Sector Labor Relations for Managers and Supervisors	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	How Management Can Succeed in Federal Sector Collective Bargaining	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85

595-21	How to Engage in Collective Bargaining for Negotiations Teams	4 day	6/12	\$50.00	N/A	N/A	N/A	\$11,897.50	20.00%	\$9,518.00
595-21	Employee Meetings with Management	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Advanced Statutory Training	2 days	20/30	\$100.00	\$5,720.00	17.00%	\$4,747.60	\$5,948.80	20.00%	\$4,759.04
595-21	How to Present a Case at Arbitration	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	The Unfair Labor Practice Process – How To Be Successful	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Results Based Labor Relations Leadership for Management Leaders	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Leadership Skills in Labor Relations	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Joint Labor Relations Training	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Relationship Building Workshop	2 days	20/30	\$100.00	\$5,720.00	17.00%	\$4,747.60	\$5,948.80	20.00%	\$4,759.04
595-21	Managing Time and Attendance	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	How to Effectively Counsel Employees	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Employee Relations for Supervisors	2 days	20/30	\$100.00	\$5,720.00	17.00%	\$4,747.60	\$5,948.80	20.00%	\$4,759.04
595-21	How to Conduct an Administrative Investigation	2 days	20/30	\$100.00	\$5,720.00	17.00%	\$4,747.60	\$5,948.80	20.00%	\$4,759.04
595-21	Interest Based Bargaining (IBB)	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Traditional Bargaining Methods	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85

595-21	Alternative Dispute Resolution	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Communication, Trust, and Collaboration	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Customer Service in Government (Soft Skills)	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Performance Standards Development	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Interviewing Skills and Practice	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Labor Relations Team Building Skills	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Employee Relations for Supervisors	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Handling ULP's Effectively	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Interest Based Problem Solving and Collaboration	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Introducing Federal Sector Labor Relations to New Political Appointees	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85
595-21	Retirement Planning	2 days	20/30	\$100.00	\$5,720.00	17.00%	\$4,747.60	\$5,948.80	20.00%	\$4,759.04
595-21	Reduction-In-Force (RIF) Briefing for Managers	1 day	20/30	\$50.00	\$3,068.00	23.00%	\$2,362.36	\$3,190.72	23.00%	\$2,456.85

- There is an additional fee of \$50-\$100 (See Column 5 above) per participant per day for all courses when more than twenty (20) participants attend – up to the maximum number of course participants allowable per course (30).

ANCILLARY TRAINING MATERIALS / JSA PUBLICATIONS

Book Title	Price Per Book	Discount Price when purchased in conjunction with a training course	Multi-Book Purchase Discounts		
			10-49 Books (10% Discount)	50-99 Books (20% Discount)	100+ Books (25% Discount)
The Essential Guide to Federal Labor Relations: What You Need to Know to be Successful – 3rd Edition	\$31.95	\$29.00	\$28.75 per book	\$25.56 per book	\$23.96 per book
Labor Law and Labor Relations: A Practical Guide to Federal Labor Relations – 4th Edition	\$21.95	\$19.00	\$19.75 per book	\$17.56 per book	\$16.46 per book
How to Conduct a Workplace Investigation	\$21.95	\$19.00	\$19.75 per book	\$17.56 per book	\$16.46 per book
Communication and Trust: A Guide to a Successful Work Place	\$21.95	\$19.00	\$19.75 per book	\$17.56 per book	\$16.46 per book

Shipping and Handling is charged at \$4.25 for every 2 books purchased as long as the books are being delivered to the same address. Discounts on Shipping and Handling start at purchases of twenty (20) or more books. Call for more information on shipping and handling discounts.

All JSA publications can be customized with a new cover design to include the Agency and/or Union logo(s), a letter from the Agency Director and/or Union President at the beginning of the book, and additional chapter(s) covering Agency and/or Union specific topic(s), for an additional fee. Call for more information on customizing one of the JSA publications to meet your needs.

PUBLICATION DESCRIPTIONS:

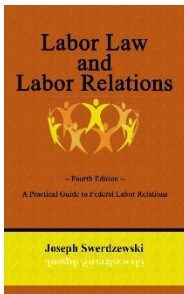


The Essential Guide to Federal Labor Relations – What You Need to Know to be Successful ~ 3rd Edition ~

This is the book for you if you are actively involved in day-to-day Labor Relations!

Give your Managers, Supervisors, Labor Relations Practitioners, and Union Representatives an in-depth understanding of labor relations concepts. This easy to read comprehensive guide is essential for practitioners and those actively involved in day-to-day labor relations. Use the LR checklist to assess the current state of labor relations at your facility, and then learn ways to improve and move forward.

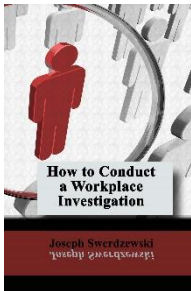
Labor Law and Labor Relations – A Practical Guide to Federal Labor Relations ~ 4th Edition ~



This is the book for you if you spend 25% of your time on Labor Relations!

The 3rd Edition of Labor Law and Labor Relations has been updated with additional case studies, and two new chapters; one on filing ULPs and the other on Title 38, to help you understand the law even better. It is an easy to read practical guide that every manager, supervisor, and union steward who spends 25% of their time on Labor Relations needs to have, in order to understand their role in Federal Sector Labor Relations! This is a practical guide to federal labor relations and does not attempt to explain the intricacies of the complex federal system but instead gives federal supervisors, working managers and union representatives a general understanding of what they need to know to be effective in labor relations.

How to Conduct a Workplace Investigation



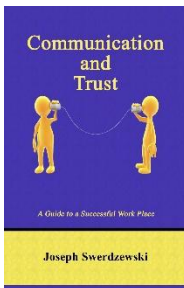
The essential guide will give your Managers, Supervisors, Union Representatives, and Lawyers all the information they need to know when conducting workplace investigations.

GET THE ANSWERS - INVESTIGATE!

Here is a partial list of topics covered:

The Investigator's Authority, Conduct and Role of an Investigator, Common Problems of Investigators, Preparation for an Investigation, Developing an Investigative Plan, Interviewing and/or Questioning Witnesses, Investigator Communication Skills, Witness Right and Representation, Evidence, and Investigative Reports

Communication and Trust ~ A Guide to a Successful Workplace



This book is sure to help Managers, Employees, and Union Representatives everywhere build a better relationship in the work place.

Learn to develop more effective communication skills!

“Developing effective communication skills, attitudes and processes and improving employee trust in management and the organization will lead to a more productive and effective workplace as well as increasing employee satisfaction and retention.”

Learn how communication and trust work hand-in-hand in the workplace.

“A lack of trust is one of the greatest inhibitors to developing effective communication. A lack of effective communication is one of the greatest inhibitors to creating trust.”

Read real life workplace scenarios where communication went wrong and learn what to do in similar situations.

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